



THE EXCHANGE COLLABORATIVE RESEARCH AWARDS GUIDELINES AND FAQs ROUND THREE

WHAT ARE THE EXCHANGE COLLABORATIVE RESEARCH AWARDS?

The Exchange (The National Academics and Creatives Exchange) is a pilot project bringing together Early Career Researchers (ECRs), artists and creative SMEs to explore research collaborations and to enrich the ecology between the Academy and the Creative and Cultural Industries.

The Exchange is managed by **The Culture Capital Exchange** and supported by **Arts Council England (ACE)** and the **Higher Education Funding Council for England (HEFCE)**.

The Exchange will work towards establishing a national network through which ECRs, Artists, SMEs and creative Micro Businesses can develop mutually beneficial relationships and break down barriers to collaboration.

The Collaborative Research Awards Scheme is designed to provide a flexible, easy mechanism for Artists and Creatives to access the knowledge, expertise and skills of Researchers in The Exchange pilot partner universities (see list), and for Academics to apply their research expertise in a mutually beneficial collaborative research project. The maximum sum available is £5,000, so we are looking for short, focussed collaborations, achievable within a period of 3 months.

Funding is available for Artists, SMEs, and individuals in Creative Industries Companies (including micro-enterprises). They should be registered as a company or self - employed and have been practising or trading for at least 18 months. The Exchange recognises creatives operating in the following areas as eligible to apply to the scheme:

- Museums, galleries, heritage
- Exhibition, festivals
- Music, performance, visual & graphic arts
- Architecture, craft, design, fashion
- Advertising
- Publishing
- Film, broadcast, new media
- Internet and social networking
- Creative R&D with technology

- Creative interfaces with business
- Ethical developments around new technologies
- Regulation and intellectual property work

Creatives will be expected to apply in partnership with an Academic from one of The Exchange Pilot Partners.

THE PROCESS

Stage 1: Attendance at an Exchange Networking and Information Event (strongly recommended)

Stage 2: Develop new creative - researcher relationships and projects via the Networking event or externally.

Stage 3: Attendance of both partners to an Exchange application workshop (not compulsory, however it is recommended)

Stage 4: Work up a collaborative application.

Stage 5: Submit application to deadline.

Stage 6: Informed of award results (within 6 weeks of submission).

Stage 7: Signing of funding agreement. ⅔ funding released.

Stage 8: Commencing project activities.

Stage 9: Participate in The Exchange evaluation process

Stage 10: Project completion (3 months from project start).

Stage 11: Research and evaluation submitted to The Exchange.

Stage 12: Final funding released on receipt of final report.

ELIGIBILITY CRITERIA:

1. An application must comprise a research partner from The Exchange Pilot Partners as well as a creative partner.
2. The research partner must be an early career researcher (ECR), typically within the first 8 years of their research career. If in any doubt, please contact us for clarification before applying.
3. The application must be submitted by the creative partner.
4. The business of the creative partner must have been operating for over 18 months.
5. The business of the creative partner must have less than 250 employees.
6. Creative partners and academics who have been awarded a Collaborative Research Award in the past 12 months will not be eligible to apply.
7. Applications must be submitted on the official application form.
8. Applications from creative SMEs and artists who have not previously undertaken collaborative research with an academic partner will be prioritised.

SELECTION CRITERIA:

1. Quality of the proposal.
2. Evidence of good partnership 'fit'.
3. Evidence that the researcher and creative have the knowledge, skills and experience required to successfully deliver the collaborative research.
4. Benefit to the creative partner in terms of business or artistic growth and development.

5. Benefit to the academic partners research expertise.
6. Potential for long-term partnership development between the creative and research partner
7. Potential for the project to contribute to a wider research and creative landscape
8. Value for money.

FREQUENTLY ASKED QUESTIONS

Q. If I am an individual (sole trader) or charity can I apply to the fund?

A: Yes. Do note that the charity would need to employ fewer than 250 people.

Q. How many applications can I submit?

A: You can submit multiple applications but when one has been successful you can't apply for further collaborative research award for another 12 months.

Q. Can I submit the same application under a different round if it was not successful in the original application?

A: You may resubmit your application but we suggest that your project is reviewed for suitability and compliance. Feedback will be given when your application is unsuccessful (upon request) and this needs to be taken into account with any re-submission.

Q. Why should the application have to come from the creative?

A: Because the aim of The Exchange is to encourage new models of Collaborative Research that will directly support the Creative and Cultural Industries, we are encouraging the applications to be submitted by the creative partner. We would expect however that the academic partner would also be involved in helping to draft and shape the application. The budget should be allocated through a process of negotiation between the partners, but the funding will go to the creative, and any agreed fee will be paid by them to the researcher.

Q. With regard to the actual application form, can we use more imaginative ways of presenting the answers to the required questions i.e. illustrations, videos?

A: The submission of diagrams and illustrations will be accepted but these should be alongside the text-based application. Videos and/or other media cannot be accepted.

Q. How many times can I receive funding through the Collaborative Research Award Scheme?

A: As previously stated, creatives can normally receive only one award per year (the year is considered to start from the date of award not the date of the application submission). Please note: The Collaborative Research Awards scheme is to enable applicants to progress towards other funding streams or methods of monetisation.

Q. If successful how does the creative receive the award?

A: The creative will be asked to submit their company details to The Culture Capital Exchange (TCCE) which manages The Exchange. Upon receipt of a signed offer letter,

payment of $\frac{2}{3}$ of the Collaborative Research Award will be made. Please note that it can take up to 3 weeks between signed offer letter being received and payment being made. Upon completion of the project you may invoice for the remaining $\frac{1}{3}$. You will be expected to submit a final project report prior to the final instalment of the grant being paid.

Q. If successful how does the academic partner receive the funding?

A: This should be negotiated as part of the process of developing your Collaborative Research Award application. If necessary the researcher should seek guidance from their institutional research office. Due to the small amounts involved Full Economic Costing should not be applied to these awards, and pilot partner HEIs have agreed to this.

Q. When do we have to start the Collaborative Research project?

A: You are advised to start your project as soon after the award date as possible. If you do not think you will be ready we advise you to consider applying for a different round.

Q. Is there a degree of flexibility on the length and timescale of approved Collaborative Research Award projects?

A: We encourage projects to be completed in 3 months but we accept that the research may in some instances go on in some form after the formal completion of the project. Please ensure that you communicate with us on any changes to your proposed timetable.

Q. Can doctoral students work as the Lead Academic on the projects?

A: Yes, provided that they submit a letter of support from their supervisor.

Q. How much support can I get from other staff in my academic institution on the project?

A: We expect that support staff such as those working in Research and Innovation offices may be able to offer you some advice and support if required but it is expected that the academic will take ultimate responsibility for developing their part of the application and budget and for ensuring the success of the project.

Q. What counts as eligible expenditure?

A: Creatives can use the grant for salaries and other staff costs such as for freelancers. You may include reasonable travel and subsistence costs as long as they are essential to the project. You can also include licence fees if essential to the project.

B: Academics can use the grant to free up their time for research on the project, with the approval of their Head/Line Manager. They may use the grant for reasonable travel and subsistence as long as they are essential to the project.

Q. What would be considered ineligible expenditure?

A: For creatives core business costs will NOT be covered. Core business costs include business filing and accountant fees, insurances, utilities and equipment that are normally used by the business.

B: For Academics ineligible expenditure includes equipment not essential to the project. As previously stated, Full Economic Costing should not be applied to these awards.

Also excluded:

- Costs that are already covered by other funding.
- Activities, including buying goods or services, which take place or start before application decisions being taken.
- Activities, equipment or events that double up (duplicate) what already exists.
- Fundraising events, such as charity galas, that do not relate to the project.

Q. What kind of proposals are not eligible for a Collaborative Research Award?

A: Proposals that are not related to the creative or cultural industries.

Q. Who will make the funding decisions?

A: The applications will be checked for eligibility and will be reviewed by members of The Exchange Steering Group. Applicants will be informed about the outcome, whether successful or unsuccessful within 6 weeks. Unsuccessful applicants will be able to have feedback if helpful.

Q. Who will own the IP in the projects?

A: If you feel that your project will generate IP of any potential value, we ask that this is decided upon by the partnership applying for **Collaborative Research Award** before application and submitted with the proposal.

If you have any other questions please contact The Exchange on 020 7420 9444 or info@tcce.co.uk



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